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## **Department Spotlight**

*Recycling  
Committee and John  
Mangiaratti on  
successfully  
completing Solid  
Waste/Recycling  
RFP.*

*Recommendation to  
be brought to BOS  
on February 23.*

*Annual Town  
Meeting is Saturday,  
March 27, 2010,  
10:00 AM in the  
Abbot School  
Gymnasium.*

Visit  
[www.westfordma.gov](http://www.westfordma.gov)  
for current news and  
information.

## **Dear Westford Residents,**

Although I am usually upbeat in my monthly newsletters, the extreme sadness and seriousness surrounding the tragic events in our town during the past several weeks force a different tone in this month's newsletter. My heart goes out to the families and friends of the two local families, and I know I speak for the entire Westford community when I say we must pull together to begin to heal, help, educate, and do everything possible in an attempt to prevent any additional senseless tragedies from occurring in our town. In response to an increase in domestic violence, Lt. Governor Murray held a forum last Friday to discuss this issue with members of our Central Massachusetts community. Although domestic violence is always present, it seems clear that in times of added stress, incidents increase. I know I speak for all touched by these occurrences, that we will never forget, and we are committed to doing anything and everything possible to

prevent another tragic situation from occurring. I would like to express my appreciation to the school department, especially Superintendent Bill Olsen, Principal Jim Antonelli, the Westford Academy teachers, administrators for their compassionate response to the recent events. I would also like to thank Police Chief Tom McEnaney, Fire Chief Rich Rochon, and all employees of the Fire and Police Departments. These outstanding public servants provide the town with exceptional public service, and handle all incidents in a professional, effective and courteous manner.

With regard to town operations, the Annual Town Meeting is March 27, and the warrant remains open until February 11th, with citizen's petitions due by 2:00 p.m. on that day. Although our new bylaw establishing the 4th Tuesday in January as the deadline for citizen's petitions was passed, it was only recently approved by the Attorney General's office, and had not yet been publicized. The

**February 2010**

selectmen are ordering the articles in the warrant on February 9, 2010, and will sign the warrant on February 23, after which it will be available on our website.

Our permitting software sales are continuing, generating new revenue for our town. We have entered contracts with five towns so far, and have several more expressing interest. Thanks again to the efforts of Christopher McClure, our IT Director, and the entire IT staff for their efforts with this.

Sincerely,

Jodi Ross



## Health Department News

### Last Combined H1N1/Seasonal Clinic for the Year

We continue to receive calls requesting both seasonal and H1N1 vaccinations. Although we have given more than 6,000 doses this year in 24 clinics, a small amount of vaccine remains and therefore we have scheduled our last clinic of the year. Residents should call **978 692-5509** to book an appointment.

**Date:** February 25  
**Location:** Millennium School  
**Time:** By appointment  
**Availability:** General population above 1 yr. old  
**Formulations:** H1N1- mist and inoculations  
Seasonal- inoculations only



Although the H1N1 pandemic appears to be much less severe than originally suspected by national public health experts, many were impacted. A recent statistics report from Massachusetts Department of Public Health (MDPH) of confirmed H1N1 cases in Massachusetts from April 26, 2009 – January 28, 2010 shows the following:

	Age group (N)	Age group (%)	Female (%)	Pregnant (N)	Hospitalized (N)	Hospitalized (%)	Deaths (N)
<b>0-4 years</b>	304	15.36	40.46	0	90	29.61	2
<b>5-12 years</b>	508	25.67	39.96	0	90	17.72	1
<b>13-18 years</b>	377	19.05	50.13	6	42	11.14	1
<b>19-25 years</b>	231	11.67	61.90	22	27	11.69	2
<b>26-44 years</b>	298	15.06	64.09	33	51	17.11	7
<b>45-64 years</b>	218	11.02	54.59	0	71	32.57	11
<b>65+ years</b>	39	1.97	64.10	0	25	64.10	7
<b>Unknown</b>	4	0.20	25.00	0	1	25.00	0
<b>Total</b>	1979	~~	50.23	61	397	20.06	31

Additionally:

- The number of confirmed cases in MA represents only a fraction of residents who became ill with H1N1, because routine testing was not performed after June.
- Since April 2009, approximately 20 million people in the U.S. became ill with H1N1.

We will continue to monitor both H1N1 and seasonal as we enter into our regular flu season. Please get you and your family members vaccinated if you have not already done so, and continue to practice good cough and hand hygiene. Many experts feel these mitigation efforts have helped immeasurably in containing the disease and have positively affected the current statistics.



## Health Department News

### Shingles Clinic

We have requested and received a limited supply of shingles vaccine from MDPH, and will offer the following FREE clinic to Westford residents:

Date: **March 11**  
Location: Millennium School  
Time: 10-1 by appointment only  
Availability: Seniors over 60 uninsured or underinsured by an insurance policy that does not cover shingles vaccine.

Call **978 692-5509** to book an appointment by March 5<sup>th</sup>. This vaccine is available for residents whether or not they have had a history of shingles or chicken pox in the past. Additional screening will be done at time of registration.

### ServSafe Food Safety Training Course

For the third consecutive year the Westford Health Department is offering a two day Serve Safe Food Safety Training Course. ServSafe is nationally accredited, recognized and often required by State and Federal Food Code(s) depending on the nature and menu of a particular food event in Massachusetts. The course will be held:

Date: **March 31 and April 7<sup>th</sup>**  
Time: Both nights from 6:00 p.m. to 10:00 p.m.  
Location: Millennium School, 23 Depot Road in the All Purpose Meeting Room  
Availability: Members of organizations in Westford.

The cost to audit the lecture portion of the course is free for Westford residents, non-profits, members of local community organizations and food establishments; however the textbooks and answer exam sheets are \$70.00. Space is limited to the first 35 applicants and is open to only one applicant per organization. All book fees must be received by the Health Department, located at the Millennium School, Room 10, no later than February 26<sup>th</sup>, 2010. Depending on space availability, the Health Department may open the course to more than one applicant per organization. At the time of registration please provide your name, the company or organization you are associated with, address, day, time & evening phone number along with a valid email address. To obtain more information please call the Westford Health Department office at 978-692-5509.



### Highway Department News

Although we've gotten less snow accumulation this year, so far, those little snowstorms add up! The Highway Department has been busy treating Town roadways and patching potholes; insuring road conditions are safe as possible for commuters. We do our very best to conduct winter operations in a timely manner. Main roads and hills are addressed first and then we proceed to subdivisions and cul-de-sacs. We appreciate residents' patience as we cover over 175 miles roadway and your help with keeping speeds down during inclement weather.

We'd like to remind residents of the Town of Westford's Mailbox Policy. By following this policy, you will minimize damage to your Mailbox from snow & ice removal.

#### LOCATION:

- No mailbox will be permitted where access is otherwise prohibited by law or regulation.
- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3'6" and 4'0" above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way or top edge of curb a minimum distance of 6 to 12 inches, or the width of a gravel shoulder.
- Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.
- Where a mailbox is located at an intersecting road, it shall be located a minimum of 75 to 100 feet beyond the center of the intersecting road in the direction of the delivery route.

#### STRUCTURE:

- Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding newspaper.
- No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement has been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.
- Mailbox supports shall not be set in concrete buckets unless the support design has been shown to be safe by crash tests when so installed.
- A single 4" x 4" or 4 1/2" diameter wooden post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe and embedded no more than 24" into the ground will be acceptable as a mailbox support.
- Mailbox support designs not described in this regulation will be acceptable if approved by the Highway Department.



## Highway Department News

### SHOULDER AND PARKING AREA CONSTRUCTION:

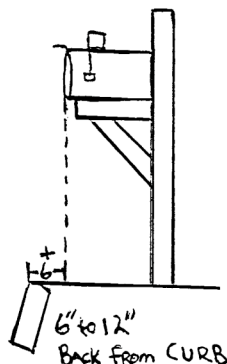
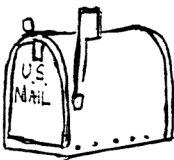
- It will be the responsibility of the postal patron to maintain the shoulder adequately to permit all-weather vehicular access to the mailbox and postal patron is responsible for snow removal for access to mailbox.

### REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES:

- Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the Town. At the discretion of the Town, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours or more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the Town at the postal patron's expense will remove the unacceptable mailbox.

### MAILBOX REPLACEMENT IF DAMAGED BY SNOW REMOVAL:

- The Town does not replace mailboxes if the box is damaged by snow being discharged by the snowplow and if the plow does not come in contact with the mailbox or post.
- The Town does not replace plastic mailboxes. Plastic mailboxes in cold weather may become very brittle and are not suitable in our type of climate.
- The Town does not replace mailboxes that are in need of repair due to lack of maintenance or vandalism.
- The Town does not replace mailboxes if the front of the box extends past the curb line and is not at least 6 to 12 inches back from the curb line.
- The Town will only replace mailboxes if the Town's plow came in contact with a well-maintained mailbox or post.
- Mailboxes to be fixed will be put on a list and repaired when the Highway Department is back on a regular schedule and all weather related priorities are completed.
- The Town does not replace mailboxes that have rotten posts or spike type supports.
- Mailboxes will only be replaced with standard steel mailboxes, not to exceed \$10.00.
- Posts will only be replaced with pressure treated wooden posts, as shown below:







### Highway Department News

The Highway Department would like to thank Ellen Rainville, Library Staff and all the residents who attended Construction Story time for including us in your event!



Lining up for inspection of Highway #5



Future Highway Superintendent and Town Engineer

### Solid Waste / Recycling:

Trash tonnage continues to decline, yielding a cumulative reduction from this time last year of 555 tons. This reduction equates to the saving of approximately \$40,000 in tipping fees so far this fiscal year. Recycling tonnage is back up and is 5% or a whopping 82 tons higher than this time in FY2009! Did someone say recycling was not increasing???

This is excellent news on both fronts. Please contact the Recycling Commission at either [info@westfordrecycles.org](mailto:info@westfordrecycles.org) or 978-692-1582, if you require any further information.



## **Permitting Department News**

### **New Director of Land Use Management**

The Permitting Department is pleased that new Director of Land Use Management Angus Jennings AICP began work on January 25. Angus is charged with organizing and coordinating the Westford land use departments including long range planning, project review processes, and implementation of applicable rules and regulations. In that capacity, he will work closely with the Town Manager's office and the Departments of Planning, Zoning, Engineering, Building and GIS, with coordination among other Departments as well. He will provide and coordinate staff support to the Planning Board, Board of Selectmen, ZBA, Conservation Commission and Affordable Housing Committee as needed, and will lead and coordinate work with various standing Committees and citizens' groups on land use policy initiatives and implementation of the 2009 Comprehensive Master Plan.

Most recently, Angus was the Principal Planner for Concord Square Planning & Development, Inc., a Boston-based consulting practice with an emphasis on land use planning, zoning and infrastructure finance. Working on behalf of municipalities, he managed planning and zoning initiatives in more than two dozen communities in Massachusetts. Prior to that, he served for four years as the Town Planner in Marshfield, Massachusetts, where he led a number of policy and zoning reform initiatives.

### **Ongoing Initiatives**

The Permitting Department is engaged in a number of current planning initiatives related to project permitting and infrastructure design and finance. Several infrastructure improvements on Route 110 are at some stage of design or construction, thanks to a combination of local initiatives led by the Engineering and Planning Departments, as well as private development mitigation, and Federal Stimulus funding through the American Recovery & Reinvestment Act. In the coming months, our offices will continue this work, and invite additional public involvement in considerations of project design.

### **Long Range Planning**

Now that the Westford Comprehensive Master Plan has been approved, the Planning Board is focused on plan implementation. The Board will discuss the composition and charge of an as-yet-unformed Comprehensive Master Plan Implementation Committee (CMPIC) in February, with the goal to appoint a Committee later this spring. Once the Committee structure is determined, citizens will be invited to express their interest to participate. Stay tuned to the March newsletter for additional information.



### Library News

#### LIBRARY REAR ENTRY PROJECT UNDERWAY

The Library's Rear Entry Project is all about safety and energy savings: the roof is being re-designed and replaced, as well as the rear cement pad, the rear doors and the rear "storefront" wall of glass. This project will address the safety issues with the old slanted roof (which iced up and dumped snow directly onto the walkway) as well as issues with the rear pad and drainage, and will replace the current rusted rear doors and glass walls with a more energy-efficient product. Lighting (an additional safety feature) will be improved as well.

We thank the Capital Planning Committee for supporting this construction project with its multiple parts -- by tackling three distinct issues together we estimate that the Town has saved approximately \$19,000. The savings should continue with better energy efficiencies, and of course, no price can be put on safety.

During the project, the public is being re-directed to the Emergency Exit of the Fine Arts wing to access the building from the parking lot. Everyone is being exceptionally flexible and understanding, as they discover new aisles, collections and corners of the building! Please ask staff for help if you become disoriented!

We look forward to utilizing a new, safer and more energy-efficient entryway before the end of February.